

**POCATELLO DEVELOPMENT AUTHORITY**  
**Meeting Minutes for February 16, 2021 At 11:00 a.m.**  
**Council Chambers, 911 N 7<sup>th</sup> Avenue, Pocatello, Id**

**PRESENT:** Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal.

**Excused:** Victoria Byrd, Brian Blad and Terrel Tovey.

**OTHERS PRESENT:** Executive Director Brent McLane; Secretary Aceline McCulla; Pocatello Public Works Development Engineer Merril Quayle; Pocatello City Public Works Director Jeff Mansfield; Pocatello City Attorney Jared Johnson; and other visitors.

**Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest**

**Chair Villarreal** called the meeting to order at approximately 11:00 a.m. No conflicts were disclosed.

**Agenda Item No. 2: Approve the Minutes**

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting on December 15, 2021, and the Training and Work Session on January 5, 2022.

It was moved by **J. Johnston** and seconded by **G. Gunter** to approve the meeting minutes, as written, from December 15, 2021 and January 5, 2022. Those in favor, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Those abstained: Rick Cheatum. Unanimous. Motion Carried.

**Agenda Item No. 3: Expense Payments & Reimbursements.**

The Board may wish to approve the payments or reimbursements of the following PDA expenses:

- 3a. \$34.99** from the General Fund to Aceline McCulla for additional lunch order OF \$13.00 on January 5, 2022, and for \$21.99 for paper on February 8, 2022. *See attached receipts.*
- 3b. \$23.71** from the General Fund to Brent McLane for snacks provided during the January 5, 2022 Training Session. *See attached receipt.*
- 3c. \$13,347.50** from the General Fund to Elam & Burke for legal fees for the following three invoices: **1)** \$4,845.00 for November 2021 Statement; **2)** \$3,430.00 for December 2021 Statement; and **3)** \$5072.50 for January 2022 Statement. *See attached invoices.*
- 3d. \$195.75** from the General Fund to Grand Idaho Inn & Suites for meeting room and beverage expenses for the training and work session on January 5, 2022. **Retro approval needed, paid on January 26, 2022, Check 1420.** *See attached invoice.*
- 3e. \$3,938.47** for City of Pocatello for Administrative Staff costs for period July 1-December 31, 2021. *See attached report.*

It was moved by **R. Lion** and seconded by **R. Cheatum** to approve the reimbursement and expense payments as presented. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

**Agenda Item No. 4: PDA Treasurer.**

The Board may wish to discuss options for filling the office Treasurer to the PDA.

The Board agreed to authorize McLane to work with Doran and prepare an RFQ to be reviewed by the board for a PDA Treasurer and discuss at the March 16 meeting.

It was then moved by **S. Turner** and seconded by **J. Johnston** to approve the financial report as presented. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

#### **Agenda Item No.5: IRG Owner Participation Agreement**

The Board may wish to discuss a request from IRG to reconsider the decision by the board on 11/17/2021 that approved \$1,100,000.00 in reimbursement funding instead of the requested \$1,600,000.00. IRG has asked that the board consider revising this approval to \$1,400,000.00 as the funds become available.

**Debra Harrell**, Sr. Vice President of IRG asked that their original request of \$1,400,000.00 be reconsidered to help cover the infrastructure and building repairs. Harrell noted that improvements of the asset are captured and posted on social media monthly.

**Turner** asked to clarify that IRG wants the \$1,400,000.00 if funds are available. **Harrell** replied yes.

**Villarreal** asked what funds were available today **McLane** stated that \$1,400,000.00 is available today, and another payment of \$124,000.00 is anticipated and the requested amount would be received by January 2023.

**Turner** stated that reimbursement would be made upon verification of qualified expenses, per the TIF district conditions. Harrell stated the current submittal is based on actual bids, so an RFP for the \$1,600,000.00 would have to be bid out.

It was moved by **S. Turner** and seconded by **R. Cheatum** to approve the request by IRG for reimbursement of façade improvements to their buildings within the old Naval Ordinance Plant grounds, consistent with the eligible criteria set forth in the Naval Ordinance TIF in the amount of \$1,638,907.00, which is subject to all currently available increment funds and as additional increment funds become available in the future. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

**McLane** clarified that IRG would have to perform the work, pay their contractors, and then submit verification documentation for reimbursement, which would be approved by the PDA before payment is made. If reimbursement is requested but funds are not available, the request would not be paid until funds became available.

#### **Agenda Item No. 6: 2021 Draft Annual Report**

The Board may wish to discuss THE 2021 Draft Annual Report prior to publication in March.

**Johnston** asked that titles be added for City Council President Heidi Adamson and City of Pocatello Mayor Brian Blad.

It was moved by **J. Johnston** and seconded by **S. Turner** to approve the 2021 Annual Report with suggested additions. Those in favor: Rick Cheatum, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Those abstained were Greg Gunter. Motion Carried.

#### **Agenda Item No. 7: Feasibility Studies**

The Board may wish to discuss a new TIF study for the South 5<sup>th</sup> Avenue area and the Downtown area.

These were mentioned in the January work session and added for discussion among Board members.

**Lion** asked for a financial status to verify funds are available for the two feasibility studies. **McLane** stated there are funds in the general fund that may be used for the administrative duties. However, **McLane** noted that verification by the PDA's legal counsel and the PDA treasurer (once appointed) that the general funds can be used for this purpose.

**Villarreal** commented that once the PDA legal counsel clarifies what categories the funds may be used for, the Board could create a framework and the Board could move forward to improve the community.

It was moved by **D. Villarreal** and seconded by **J. Johnston** that the Board identify the categories and funds available for the next meeting. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried

**Agenda Item No. 8: PDA Manual Enhancement**

The Board may wish to discuss a PDA Manual Enhancement.

**Villarreal** noted the **McLane** will confirm what funds are available, verify who can do the work, and how to qualify the work for reimbursement. This manual will guide the PDA as the board members change.

It was moved by **D. Villarreal** and seconded by **J. Johnston** that the Board identify the funds available, who can for the next meeting. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried

**Agenda Item No.9: Calendar Review.**

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

There was nothing to review.

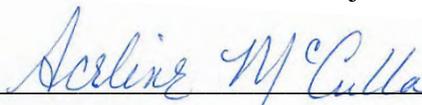
**Agenda Item No. 10: NEWS FOR THE GOOD OF THE ORDER.**

The board may wish to discuss news for the Good of the Order.

**Merril Quayle** noted IRG uses FB, Instagram and Twitter to show the improvements they are doing and this would be good for the PDA to tap into. **Lion** noted we should update the PDA webpage and social media to use as tools and share what the PDA does for the community to connect with all generations.

**Agenda Item No. 11: ADJOURN THE MEETING.**

With no further business, **Chair Villarreal** adjourned the meeting at 12:07 p.m.

Submitted by:  Approved on March 16, 2022  
Aceline McCulla, Secretary